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Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** May 30, 2007  
**RE:** Notification Regarding the Purchase Order Rollover Process

Agencies use the SAM II Financial Purchase Order Rollover (PORL) table and the Outstanding Purchase Order reports to identify eligible purchase orders to be rolled to the next fiscal year. This memorandum is a reminder to the agency what information is needed and the reports that are available to assist with the PORL process. The PORL table will be opened on Friday, June 1 to allow Purchasing staff access to begin working on making updates. Access to the table will close Wednesday, June 27.

To assist agencies with the setting of the PORL table, the following Purchase Order Rollover reports have been posted to MOBIUS:

- OFN118R1 (Outstanding Purchase Orders for Regular Appr)
- OFN118R2 (Outstanding Purchase Orders for Continuing Appr)
- OFN118R3 (Outstanding Purchase Orders for Non-Appropriated Funds)
- ODW454R1 (Opened Purchase Orders Against Closed Grants, Jobs or Projects)

Please review these reports and determine if your agency's purchase orders should lapse (L), roll (R), or if no action (N) should be taken. For annual appropriations and non-appropriated funds, purchase orders must either lapse (L) or roll (R). For biennial appropriations, purchase orders must lapse (L). In order for a purchase order to roll (R), the **exact** accounting distribution on the FY07 purchase order must exist in FY08.

The default option for the PORL table is lapse (L). Your agency does **not** have to enter an "L" in the Action field for purchase orders to lapse. However, if you elect to enter an "L" by the purchase orders that you want to lapse, your agency can review the PORL table by vendor and verify that there was a conscious decision made for each purchase order and verify that the setting is correct. If you want the purchase order to roll (R), you **must** update the PORL table.

To update the PORL table:

- Go to the PORL table.
- Enter the vendor number and purchase order number.
- Perform a "Browse". The associated purchase order will display.
- Enter the appropriate action in the "Action" column by the purchase order.  
Please note: An "L" (lapse) can be entered if desired, but is not required.
- Perform a "Modify/Change".

### **Key Points**

- If any purchase order contains an action code other than as documented above, it will be changed to "L" by OA/Accounting and the purchase order will lapse during the PORL job.
- FY07 and FY08 FAIT table entries must exist on the FAIT table for any reporting category referenced on a FY07 purchase order that you want to roll to FY08.
- Grant, job, or project referenced on FY07 purchase orders must be open if you want the purchase order to roll to FY08.
- All purchase orders with an annual appropriation or non-appropriated fund must roll or be disencumbered.
- OA/Accounting will correct P1 documents that reject from the PORL job.
- Rollover (RO) documents that reject after the PORL run will be deleted from SUSF.
- If the RO document rejects, the purchase order will be closed and require manual set up by your agency in FY08.

On an ongoing basis, please ensure that your agency has procedures in place to:

- Ensure that there are no outstanding purchase orders associated with a specific FAIT table entry prior to deleting the table entry. Disencumber a purchase order or modify it to reference another reporting category prior to deleting an entry from the FAIT table.
- Ensure that there are no outstanding purchase orders associated with a specific grant/job/project prior to the closing of the grant/job/project. Disencumber the purchase order or modify it to change the grant/job/project number prior to closing a grant/job/project.

An agency must ensure that each purchase order complies with the above guidelines prior to requesting the roll of the purchase order otherwise it may reject and require the agency to set up manually in the new fiscal year. OA/Accounting will not perform research to determine why a purchase order did not roll, as this will be the agency's responsibility.

If assistance is needed, please have your Agency Customer Service Coordinator contact OA/Accounting at 573-522-6000.